

**STATE OF CALIFORNIA  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING  
DUTY STATEMENT**

<b>Employee Name</b>	<b>Classification Name</b>	<b>Position Number</b>
	Chief Counsel II, CEA	326-400-5873-001
<b>Division/Unit</b>	<b>Date</b>	<b>Prior Incumbent</b>
Legal Division		<b>Prior Pos # (if applicable)</b>

**SUMMARY OF RESPONSIBILITIES**

The Chief Counsel, under the general guidance of the Director, will administer the Department of Fair Employment and Housing's Legal Division and serves as Chief Legal Advisor.

**Description of Essential Functions:**

- 30% Responsible to the Director for the administration and policy formulation of the Department's Legal Division; serve as a member of the Executive Staff and Management Team. Determine priorities, procedures, and policies of the Department's Legal Division activities; select, train, and supervise attorney and other staff members; take and/or recommend appropriate legal action.
- 30% Determine the overall scope and direction of the Department's litigation activities; participate in the drafting of legislation improving the effectiveness of the Fair Employment and Housing Act and other civil rights statutes; represent the Department before the Fair Employment and Housing Commission, in civil court, and at other forums, including conferences and training events; consult with stakeholders on the interpretation of California's civil rights laws; research and review statutes, regulations and case law in the areas of fair housing and equal employment.
- 25% Serve as the Director's house counsel in performing legal reviews of matters relating to the personnel, contracts, fiscal issues; serve as house counsel to the Director in other administrative law matters, such as adverse actions, interactive process and reasonable accommodation, and other matters.
- 10% Observe any ethical firewalls; provide legal advice to the Enforcement, Administrative and Mediation Divisions by working closely with the Executive Staff.
- 5% Coordinate the defense of cases against the Department; assist the Attorney General on writs and appeals on behalf of the Department; and approve any and all settlements of such lawsuits as authorized by the Director.

### **Knowledge and Abilities**

Knowledge of legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies, civil and appellate court; principles of public administration, personnel management and supervision; the Department's civil rights mission, affirmative action objectives, and zero tolerance policies; a manager's role in maintaining a discrimination-free workplace.

Ability to analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, draft opinions, pleadings, rulings, regulations and legislation; independently present difficult and complex cases in civil trial and appellate court and before administrative bodies; effectively contribute to the Department's civil rights mission, affirmative action objectives, discrimination-free workplace and zero tolerance policies.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires ability to communicate diplomatically and professionally with co-workers and members of the public.
- Requires ability to effectively handle stress, and work in a noisy and fast paced environment.
- Requires daily use of a telephone, computer, monitor, keyboard, mouse in a workstation for 6.5 to 7 hours per day.
- Requires ability to lift cases files, office supplies, books and manuals (up to 20 lbs.).
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- Requires occasional driving

### **Supervision Received:**

The Chief Counsel receives general guidance from the Director.

### **Supervision Exercised:**

All staff in the Legal Division.

**Administrative Responsibility**

Adheres to all applicable laws, rules, policies and procedures, including but not limited to the Department's Legal Operations Manual, Administrative Manual, and directives from departmental management personnel.

**Personal Contacts**

The Chief Counsel has daily contact with departmental management and staff, complainants, respondents, legal representatives, control agency representatives, the Governor's Office, members of the Legislature, and the general public.

**Actions and Consequences**

This position participates as a member of the Director's Executive Management Team that has responsibility for the formulation of major department policies impacting all programs. Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel and management decisions.

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Supervisor's Signature

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Date

I have read and understand the duties assigned as described above.

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Signature of Incumbent

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Date